COMMISSION COMMENTS

Website Tips:
Current Job Openings

The most-visited page on our website is the "Current Job Openings" link in the Jobs Center. Once you click on it, you can see all of the job openings for which we are accepting applications. This page allows you to either browse through all openings, or search for a specific job title. Once you have found a job you are interested in, there is a wealth of information laid out for you.

Job Title: This column contains the job title and additional information such as:

- EXAM: you will need to pass an exam before you can be considered for hiring
- Seasonal: the job is only needed for a portion of the calendar year,
- Vacancy: your application goes directly to the hiring department, and there is no exam

- EXTENDED: we did not get enough applications during the initial recruitment and we've extended the closing date

If you click on the job title, it will bring up a more detailed explanation of the job and a button that allows you to apply for the job. If you scroll to the bottom of the explanation, some jobs have human resources contact information; you can call or email the person listed to get more specific questions answered.

Job Number: This is the reference number for this specific posting. It is a good idea to write down this number so that if you have to call us to ask a question about a specific application, we can answer your questions more quickly and accurately.

Job Type: This tells you if the job is full-time or **(Continued on page 2)**

Inside this issue:

If opportunity doesn't knock, then build a door.

- Milton Berle

Figure (below): Examples of job postings

Job Title	Job Number	Job Type	Salary	Posted	Closing	Category	Department	Location
Aquatics Supervisor (Seasonal) -- EXTENDED	16-3184-V1	Part-time Seasonal Limitation	$9.00 - $16.50 hr	02/16/16	06/30/16	Recreation	51 Columbus Recreation and Parks Department	Varies by position
Electronic System Technician Supervisor -EXAM	16-3669-C1	Full-time	$24.01 - $36.03 hr	04/11/16	04/29/16	Electronics	60 Department of Public Utilities	Varies by position

Current Job Openings

(continued from page 1)

part time. "Limitation" means the position is limited to a specific project, based on a set period of time, funded from a source outside the City budget, or based upon a leave of absence of another employee.

Salary: This is the salary range for the job class. Many people assume that they will automatically make the maximum, but it is more likely that as a new hire you will be closer to the minimum. However, your salary will generally increase each year as your time with the City increases.

Posted: This is the first date we began taking applications for the job.

Closing: The website will accept applications up until 11:59 p.m. on this date. Night owls, be warned! As soon as the calendar rolls over to the next day, you've missed your chance to apply for that job.

Category: This is the category assigned to the job to make it easier to be found in searches.

Department: This is the department that is hiring for the position. If it says "Varies by position," then more than one department may hire from this posting.

Location: Typically, this will say "Varies by position" unless the job title is rare or only found in one location.

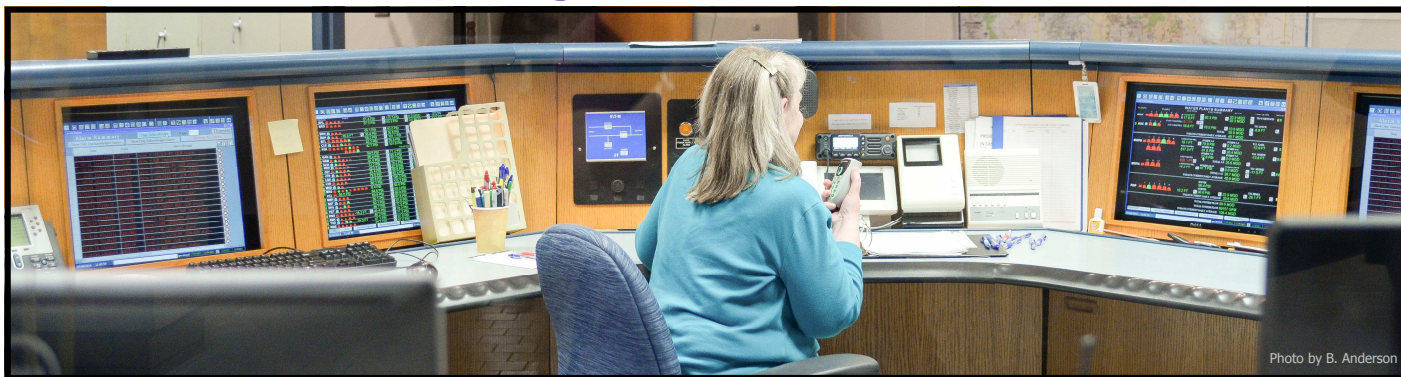# Classification Spotlight: Water Distribution Operator I

Photo by B. Anderson

You're thirsty. You turn on the faucet in your home, and the water is there.
Your family is at the local pool. You rinse off before going home, and the water is there.
Your house is on fire. The firefighters hook up to the hydrant outside your house, and the water is there.
But how does the water get there?

Water Distribution Operators are responsible for operating a water distribution system via a computerized interface in order to distribute processed water to residential, commercial, and industrial consumers. They do this by operating and monitoring a SCADA (Supervisory Control and Data Acquisition) system, isolating and rerouting water, dispatching emergency or maintenance personnel for repair or control of water distribution facilities, and monitoring CNG and HVAC systems. For example, if a water line needs to be repaired in a neighborhood, the Operator will open and close water control valves appropriately so that the water flow is disrupted to the least amount of people. Conversely, if there is a major fire, the Operator can increase the water flow to the fire hydrants nearest the fire to keep the pressure up. There is at least one Water Distribution Operator I on duty 24/7, watching out for our water systems. They take care of 5 counties encompassing 88 sites, 99 pumps, all three water plants, and a massive average of **140 million gallons** of water per day.

To meet the minimum qualifications for this job a candidate would need to either possess an associate's degree in computer programming, information technology, engineering technology, or a closely related field (with certain substitutions allowed), OR have at least one year of experience in the operation of a SCADA system. Candidates meeting those qualifications would take a Civil Service exam. The current Water Distribution Operator exam includes a multiple-choice exam weighted 50% covering Reading Comprehension, Problem Sensitivity, Information Ordering, Logic and Reasoning, and Mathematics; and a Training and Experience Evaluation weighted 50%. The City of Columbus has many interesting jobs covering a variety of skills and knowledge. If you are interested in the Water Distribution Operator I job class or any other positions, visit our website at www.columbus.gov/civilservice.
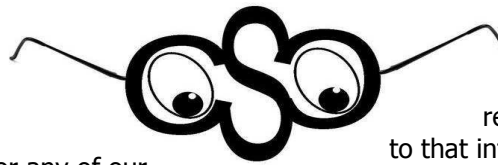
???Ask Eyestein???

Dear Eyestein:
I paid $200 for an online course to prepare for one of your exams, and when I came in, the test was nothing like the prep course! Your test center people told me that you guys have nothing to do with those courses. I completely wasted my money; please tell other people not to waste theirs!

Signed, Burned in the Wallet

Dear Burned:
It is absolutely worth taking the time to warn others about this issue again. While online test preparation courses may help some people ease test anxiety, in general, they will not prepare you for any of our city exams. Our exams are custom-made by analysts who work here at the Columbus Civil Service Commission. To create an exam, the analyst observes current city employees on the job and gets input from both incumbents and current supervisors to determine what knowledge, skills, and abilities are needed on "day one" in the position.

There are occasions when we purchase pre-packaged software for testing things like Microsoft Office, customer service, and emergency call-taking and dispatching. While this testing software was created by an outside source, a city analyst has personally approved every question included in the exam used for testing. General courses on Microsoft software may help candidates become more familiar with how the programs work, but those courses will not be linked to any of our exams.

If there are any materials that the analyst in charge of the exam recommends as study aids, a reference to that information will be included in the letter inviting you to the exam. Otherwise, the best thing a candidate can do is read all the topics on the exam announcement and brush up on their field knowledge related to those subtests. When in doubt, the best course of action is to call the test center before spending money to prepare for an exam.

Public Safety Careers

Have you ever considered a career in Law Enforcement? Then the upcoming **Police Officer Examination** is the one for you! If you have a high school diploma or G.E.D., a valid and current driver's license, are a current United States citizen, and are at least 20 years of age, you meet the qualifications for the examination!

Please submit your application to the Civil Service Commission between July 1 and July 31, 2016 on-line at www.columbus.gov/civilservice , (current job openings) or computers are available at 750 Piedmont Road Columbus, Ohio 43224 if needed. Be sure to apply no later than July 31, 2016, as this is the only time this year applications will be accepted for this position.

The examination has multiple phases, consisting of a multiple choice, writing sample, oral board, (COPE), and a physical test. The website contains a great deal of information regarding the testing process, including dates for information sessions. Additionally, a study guide is provided to help you prepare for the examination.

Prior police experience is NOT required, so if you are ready for a rewarding career that will provide life-long skills and continue to be a challenge, don't miss out on this opportunity! The Division of Police provides six months in the training academy, field training with another seasoned officer, and continuing education and training. This combination of training and experience will prepare you to ensure the safety of citizens, uphold the law, and ensue the rights of citizens is preserved. The rewards for this profession are immeasurable!!!

Think the **Firefighter** job is a better fit for you? Applications for the Firefighter Exam will be accepted in 2017. Visit our website, create a profile and express interest in Firefighter to be kept up to date as information becomes available including application dates and test dates.

For more information about the job of Police Officer call 614-645-0800 and for Firefighter call 614-645-0879. To sign up for recruiting events and to learn more information about the jobs, you can also visit the Division of Police's website at www.columbus. gov/police-recruitment or the Division of Fire's website at www. columbus. gov/ Becomea CFD firefighter

STAFF NOTES

CONGRATS

Don White, Mike Maloney, Carla Goddard, and Mike Eccard

25 Years of Service
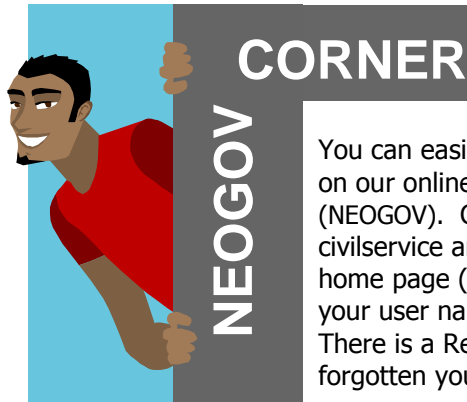
Linda Isaac, Joey Faber, and Barb Crawford

20 Years of Service

WELCOME

Nicole Miller

Office Assistant II, Test Center

NEOGOV CORNER

Self Help

You can easily update your own contact information on our online system via GovernmentJobs.com (NEOGOV). Go to our website at www.columbus.gov/civilservice and click Log In on the lower half of our home page (on the Jobs Center tab). Sign in with your user name or email address and your password. There is a Recover Password option if you have forgotten your password.

If you need to change your address with the Civil Service Commission, click on your name in the upper right corner of the screen and select Profile from the drop-down menu. Your current address will be displayed in the contact information section. To make changes, click "Edit" and type in your new address. Be sure to update your phone numbers if anything has changed. Although adding phone numbers is optional, we strongly recommend that you enter your contact numbers. If you have applied or taken a test with the City, it is important that you have a phone number listed so that Department HR representatives can contact you. You may also change your email address on this screen if you would like to use a different email address for notification. Once you save your information you will immediately see the change has been made.

If your name is spelled wrong in our system, it is because *you* typed it in that way! Your name in your profile, on applications, and on communications from us is based on the information you entered when registering. The good news is you can fix it on our website. Just follow the same steps for updating your contact information as above. Mistakes happen and we know that some of you are typing on tiny phone screens! It is an easy fix, so log in to Columbus.gov/civilservice with your email address and correct your name.

We highly recommend you update your profile information yourself because many other cities and states use NEOGOV and this allows you to keep your contact information current for all agencies at once. If you email an address change to the Commission, it will only be updated for the City of Columbus, and the next time you apply with us, the address in your profile will overwrite any changes we made for you. If you have any problems, call the Applicant & Employee Services line at (614) 645-8369, and we can walk you through the process.

Then & Now

Left: View looking North on Civic Center Drive some time between 1971 and 1980. *Right*: Same view, 2015